

FIRE PREVENTION EDUCATION OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a specialized class under the fire prevention division of fire department operations. Employees of this class design fire prevention programs, lecture and teach classes on fire prevention and related subjects, write booklets, pamphlets, and other material for use in fire prevention programs, and perform related duties such as developing fire evacuation plans and conducting fire drills. The education officer works independently in most areas with general instructions from the Fire Prevention Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned; neither are they intended to exclude other duties which may be logical assignments to this class.

Studies buildings in the area and sets up fire evacuation plans; designs a program to implement fire evacuation plans by talking with owners and operators of buildings, by locating and training personnel to act as wardens, by locating all fire protection items such as fire extinguishers, etc., in the building, and by drawing fire evacuation diagrams.

Supervises fire drills in schools, nursing homes, hospitals, and other public and private buildings.

Designs booklets, pamphlets, and other teaching material for use in fire prevention programs; writes brochures on areas related to fire prevention such as how to behave in a fire, what to do after a fire, etc.

Does guest lectures and demonstrations on fire prevention for schools, businesses, community groups, public service groups, etc.

Maintains a reference library of fire prevention materials.

Writes news stories or releases to be issued by the fire department.

Does research and prepares statistics for use in talks and in teaching materials.

Keeps records and writes narrative reports on the work of the fire education section.

Attends schools and training courses in all areas of fire department operations in order to discuss these in the community and be able to explain the work and needs of the fire department to community groups.

Recommends purchases of educational material.

Serves as a consultant on fire prevention matters for related prevention and/or training groups.

Counsels juvenile fire setters.

Performs other class related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of employment, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

Must have five (5) years experience in fire prevention, training, or a related field with a full time fire department.

Must possess a valid driver's license.

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